

2022-2023

APPLICATION GUIDELINES

FOR

IUP SENATE FELLOWSHIP GRANTS

Deadline: Friday, March 4, 2022

Grant Maximum: \$3,500.00
(\$7,000 with two or more faculty co-PIs)

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Senate Fellowship Grants Program

PURPOSE

The Senate Fellowship Grants Program provides 12-month awards to fund research, scholarly activity, and creative endeavors.

The primary objective of the program is to provide a means of supporting scholarly/creative activity and developing teaching excellence where other means of support do not exist on campus. Additional related objectives of the program include the following:

1. To support the research needs of as many faculty as possible.
2. To offer IUP faculty a flexible program that will meet varied research and teaching needs.
3. To provide "seed" support for projects that are likely to develop into more extensive undertakings eligible for funding from an external source.
4. To provide summer support for faculty who want to conduct research.
5. To stimulate faculty in areas of publication, professional presentations, artistic endeavors, and external grant applications.

Funding Eligibility

IUP faculty and administrators may be eligible to apply for grants up to \$3,500 per investigator. If two or more faculty members submit an application, a maximum of \$7,000 may be requested.

While faculty and administrators may submit joint proposals, no individual may submit or be part of more than one fellowship grant proposal each year. No proposal may be submitted to more than one college committee for review and ranking.

In order to meet the research needs of as many faculty as possible, individuals will be awarded a maximum of \$4,000 a year and \$7,000 over three years in Senate award monies. Senate award monies include both the Senate Fellowship Grants Program and the University Senate Research Committee (USRC) Small Grants Program. *Note: funding received in AY20/21 will not count toward the funding limit.*

If a Fellowship grant is awarded to an applicant, it may not be assumed that he/she will receive the full amount requested. The Senate Fellowship awards are a competitive process with limited yearly funding available. Based upon the quality of the proposal the committee may determine when appropriate that the grantee receive partial funding for the amount requested.

Proposal Format

Proposals must be written in a clear and concise manner so that reviewers from outside the discipline may understand the application. Proposals must be submitted via InfoReady Review.

Proposal Narrative and Budget. Proposals are reviewed by College Research Committees on the basis of priority scores (25 points) assigned by committee members. The 25 points are distributed as follows for each proposal section:

1. Project Originality and Significance (5 points)

The proposal must address the extent to which the project is original and significant research or creative teaching. This should be written in non-technical language that a colleague in another discipline could understand. Points to be considered include but are not limited to:

- a. The extent to which the project advances IUP's mission as an institution of higher learning.
- b. The development of new methods or techniques or the application of methods and techniques in new areas.
- c. Research or teaching which combines different disciplines or sub disciplines in new and innovative ways.
- d. Support from relevant literature which indicates the originality and significance of the research or creative teaching project.
- e. Any other points which detail the value of this project as original and significant research or creative teaching.

2. Project Design (5 points)

The proposal must clearly define the objectives of this project and how they will be met. The methods of pedagogy or research design will be evaluated on appropriateness and adequacy for meeting the objectives. If it is a joint proposal, the contributions of each investigator must be clearly described.

3. Project Timeline and Feasibility of Completion (5 points)

The project is to be carried out within the grant period that begins with the new fiscal year July 1, 2022 and ends June 30, 2023. Final reports are due on August 31, 2023. A timeline must be included that details how the project will be concluded within the grant period. The question of resources must be addressed. Indicate availability of any necessary resources not provided under this grant proposal. If resources are

required from other pending grant applications, explain how this project will be conducted if those resources are not available.

4. Qualifications/Investigator's Ability to Complete the Project (5 points)

An important consideration will be whether the researcher has the qualifications to conduct this project. Appropriate previous research and its outcome should be discussed. If this is a new area of research, how has the investigator prepared for it? Present any unique qualifications, certifications, or credentials needed to carry out this project. Letters of support may be included which indicate the investigator's ability to carry out this project.

5. Budget (5 points)

Points will be awarded on the basis of the detail and accuracy of the proposed budget and budget explanation. The budget must include a detailed explanation of budget items for faculty salaries, student wages, fringe benefits, supplies and materials, equipment, travel, and other expenses. The budget must be presented using the template provided.

6. Curriculum Vita - Not to exceed two (2) pages

Submission Requirements

All proposal submissions must be submitted electronically via InfoReady Review.

Proposal Review

Proposals will be routed in InfoReady to each respective College to be evaluated by the appropriate College Research Committee (CRC), which is composed of one faculty representative elected from each department of the college and the college dean or his/her designee, who shall chair and organize the committee. The function of the CRC is to evaluate the merit of each proposal and to make a recommendation to the University Senate Research Committee (USRC). The College Research Committee must submit a ranked list of proposals and priority scores for each proposal in March.

At their April meeting, the University Senate Research Committee will review all proposals and rankings from each College Research Committee. While the USRC will not alter the College rankings, the Committee will determine an overall ranked list by weighing the relative quality and importance of proposals. Proposals not meeting technical requirements in the guidelines will be removed from the ranked list before awards are made. This ranked list will be submitted to the Interim Dean, School of Graduate Studies and Research, who will distribute the funds beginning with the highest ranked proposals and continuing until funds reserved for the program are exhausted.

Awards for the 2022-2023 academic year will be announced in late April.

Final Report Requirements

After the fellowship project has been completed, the grantee will submit a final report via InfoReady Review. **Final reports for awards made for the 2022-2023 academic year are due by August 31, 2023.** The report should stress publications, presentations, and extramural grants, which were achieved as a result of the senate fellowship award. No new awards can be made to any grantee that has not submitted a report for the previous project.

Budget Stipulations

1. General

- a. Senate Fellowship Grants have a maximum of \$3,500.00 per individual project director. If two or more faculty members submit applications, a maximum of \$7,000.00 may be requested.
- b. **Funds must be spent or encumbered within IUP's specified fiscal year that is July 1, 2022 to June 30, 2023.** Wages and other personnel costs must be spent within the specified fiscal year, while IUP purchase cutoff dates must be followed for other items. Please note that personnel costs must include salary and fringe benefits. Please consult the Payroll Office for this information when the application is prepared.
- c. Standard IUP and State System forms and regulations must be followed in spending award money. The Grant and Special Fund Accounting Office and the Purchasing Office should be consulted when questions arise concerning items to be purchased with University funds.
- d. All items purchased are the property of IUP.
- e. On-campus services and facilities must be used when there is a choice

2. Acceptable Expenses

- a. Equipment
- b. Books and microfilms
- c. Interlibrary loans
- d. Reproductions of material by IUP facilities on campus: printing, copying, filming, and reproduction by an outside source of material not readily acceptable
- e. "Office" and "educational" supplies, as defined in State System regulations

- f. Undergraduate student time paid at the hourly rate currently authorized by IUP (\$7.25 an hour)
- g. Graduate student time paid at the hourly rate currently authorized by IUP (\$8.25 an hour)
- h. Summer faculty salaries, normally not to exceed three weeks. This salary is to be computed in terms of the individual's regular contract. This expenditure is to be made for work that is to be performed during the summer. When preparing an application, for salary and fringe benefit rates contact Ms. Mistie Blazavich, Budget Office, at mablazav@iup.edu
- i. Replacement salary for the fall and/or spring semesters, normally not to exceed one-fourth (25%) time. The cover page must be signed by the department chair and the College Dean. The budget must identify the source of matching funds to cover the amount that exceeds the \$3,500 award amount
- j. Travel for research purposes must be conducted according to IUP regulations

3. Unacceptable Expenses

- a. Thesis and dissertation costs
- b. Duplicate expenses with State System or other grant awards.
- c. Guest speakers and related expenses
- d. "Submission," "application," and "page print" costs for articles and books (limited funds are available from the School of Graduate Studies and Research to assist with some of these expenses. For additional information, please visit: <http://www.iup.edu/page.aspx?id=98048>)
- e. Graduate Assistants
- f. Tuition and associated costs of lessons and study.
- g. Computers, phones, laptops, portable devices such as iPads
- h. Student wages may not be paid for work for which the student is also earning academic credit.
- i. Other items prohibited by relevant state and federal regulations